

Resources Analyst – GS-7

Introduction

The Resources Analyst position is a developmental position. The incumbent will develop skills through on-the-job training and courses that will aid the accomplishment of Directorate/Project objectives.

Core Requirements

Serves with the Project's Senior Resources Analyst as a functioning member of the financial support team of a technical program. Assists in the coordination and evaluation of all the assigned divisional financial activities utilizing the financial skills necessary in the management of such complex and extensive technical undertakings. Financial activities include the following:

1. **Financial Analysis:** Establishment of systems and analysis techniques for the effective monitoring of financial progress and status of the Project. Ability to interrelate all division events to their effect on financial status and forecasts. Examples of specific duties are: procurement requests, in-house cost estimates, preparation of preliminary WBS, develops contractor cost report formats, analyzes contractor cost reports, prepares Project cost and price reports and prepares special analyses as required.
2. **Budget Preparation:** Assists in the development of an optimum budget with justification, supporting materials, and historic statements for providing the best possible view of program needs. Participates in various levels of budget reviews including reviews by directorate management.
3. **Budget Execution:** Execution of budget as approved, ensuring that objectives are met within the established financial resources made available. Examples of specific duties include: assists in the development of budget requirements; participates in Project Management-level reviews; initiates commitments and reprogrammings; status obligations; processes Procurement Requests (PR) and Work Orders, etc.; updates and coordinates the budget; and prepares special analyses as required.
4. **Pricing:** Assists with the evaluation of offer or cost proposals and the active establishment of cost/price objectives for contract negotiations. Conducts numerous and diverse cost studies for a variety of decision-making processes. Examples of specific duties include: assists in the preparation of the cost portion of Request for Proposals (RFPs), analyzes proposals, participate in contractor audits, participates in negotiations, performs cost comparison studies, and issues special reports as requested/required.
5. Serves as a member of Source Evaluation Board Business Management Committee as assigned.

6. Responsible for: (a) assisting in review and analysis of the progress of the financial activities toward division objectives, and (b) participation in responses to audit and other inquiries by various activities such as NASA Headquarters Program management, NASA Audit, GAO, and Center management.
7. Performs tasks that are related to the position and are of an incidental nature.

Other Information

Knowledge Required by the Position

1. Knowledge of budget and accounting principles, policies, and procedures.
2. Ability to review and analyze cost data.
3. Knowledge and understanding of an R&D organization's planning, programming, budgeting system and its use throughout the program and budget cycle for the development of budget requests, plans, and timetables.
4. Knowledge of budget preparation, budget and contractor analysis, GSFC's fiscal policies and procedures, and service organizations involved in the budget process.
5. Knowledge of application and analytical tools for establishing systems and techniques for monitoring of financial progress and status. Ability to utilize automated budget data.
6. Ability to communicate orally.
7. Ability to communicate in writing.

Supervisory Controls

The incumbent reports directly to the Deputy Project Manager/Resources. The incumbent receives direction from the Senior Resources Analyst, who defines objectives, priorities, and deadlines and provides guidance on work in progress. The incumbent carries out recurring work assignments independently, but issues arising that involve potential violation of rules, regulations, or policies are referred to the supervisor. Completed work is reviewed regularly for accuracy, adequacy, and compliance with instructions and procedures.

Guidelines

General budgetary guidelines are set forth by the Office of Management and Budget and agency budget policies, regulations, directives, precedents and program documents, with information concerning program goals, priorities, and timetables. GSFC guidelines are available for financial reporting and status reviews.

Complexity

The assignments involve assisting in the formulation and development of budget estimates in support of multiyear operating goals, revising annual budget estimates, and monitoring financial progress and status of office activities and programs at GSFC. The work necessitates the documentation of detailed budget schedules and development and requires constant monitoring of financial progress and status for efficient and effective schedule and funding of office activities.

Scope and Effect

The purpose of the work is to prepare and secure approval of budget requests that will adequately support the desired level of operations for assigned programs and which meet financial and budgetary policy objectives. Work affects the planning and conduct of multiyear budget development and financial planning.

Personal Contacts

The incumbent has frequent contacts with the supervisor and other personnel performing similar budget and financial tasks. The incumbent meets with various levels of GSFC management to discuss financial progress and status and meets with contractors to conduct status reviews.

Purpose of Contacts

The incumbent is instrumental, along with the supervisor, in originating and presenting the budgetary material to Directorate management. Contacts with contractor personnel generally involve the submittal of financial reports for review, analysis, and further processing. Other contacts involve securing information for budget preparation and financial progress reports, coordinating work efforts, and making recommendations to Project personnel and management in support of office activities.

Physical Demands

The work is mostly sedentary.

Work Environment

The incumbent works in an office-type environment.